CLASSIFICATION DESIGN CONFERENCE
November 15-16, 2005

Redesigned Classification Flow

Cluster 1
• Receive request electronically
  - Universal one-page form containing items needed for any action, such as:
    ▪ Duties
    ▪ What's changed
    ▪ How long has supervised been over this position
    ▪ How long has incumbent performed
    ▪ Main purpose of job
    ▪ Other incumbents
  - Contains high level info only—perhaps a "fast track" category. However, noted, a "fast track" label may create an unnecessary category. It may be better to just collect needed data without referring to a fast track category.
  - Contains info educating the person completing the form, such as when the process begins, how it works (work flow)
• Assign analyst to the request

Cluster 2
• Analyst has decision authority: may choose to "fast track" by by-passing unnecessary info
• Additional info is collected, if needed (in addition to form from Cluster 1)
  - Places more responsibility on manager
  - Electronic documents create accessibility which equals speed
  - Use PAF, if available, instead of recreating
• Position analysis/eval takes place (see parking lot, as this step will be addressed in its detailed entirety by a separate action group/committee.

Cluster 3
• Analyst makes recommendation and communicates it to necessary parties
• Approval:
  - Analyst approves 1st level
  - Streamlined approval- no 2nd level needed on established working level positions
  - 2nd level approval when:
    ▪ position is above working level
    ▪ there is an incumbent
    ▪ position crosses agency lines (?)

- Note: identify who 2nd level approvers are in business practices

Cluster 4
- Analyst enters info into UJM system (carries only administrative info)
- Electronic automated notification sent (to employees and managers)
- HR tech or analyst enters salary action
- 2nd level approver approves salary action

Classification Parking Lot Items:

Jeff/DHRM decisions:
- Consider broad banding approach, i.e. eliminate Eng I, II, III and replace with Engineer. (Project team decision: Discuss with Jeff as a separate issue as this is outside of the scope of this project. Long-range objective for compensation?)

Implementation team items:
- Job analysis: Need to evaluate further. Need committee on job analysis to consider job evaluation, when to use UJM, PAFs, point rating system, etc. (Implementation/David Salazar subgroup)
- When does classification process "begin"? When manager talks to HR? When Hr gets completed packet? When do we start tracking turnaround time? (Implementation)
- Why does HR need to get budgetary review approval? (Implementation. Project team decision: Agency management gets all approvals ahead of time and provides them to HR, excluding classification studies.)
- Use DOC's form as a model for Step 1 of Classification process. (Implementation)
- Need ways to manage manager expectations regarding Step 1 of Classification process, i.e. statement on form that specifies form does not constitute a completed process. Training? (Implementation)
- What technology is needed to achieve/implement optimal Classification process, i.e. electronic forms. (Implementation)
- Are there tools for "evaluation" of jobs? These should be considered in the implementation conference. (Implementation/David Salazar subgroup)
- For cluster #2: Include in implementation that if analyst decision differs from management, analyst needs to communicate with management before moving to cluster #3. (Implementation. Project team decision: Add to redesigned flow.)
- Need business practices on communicating recommendations/decisions signatures needed (cluster #2). (Implementation)
- Outline business practices when signatures are needed or not needed. (Implementation)
- Define who second level approvers are. (Implementation)
- Should jobs that cross agency lines receive second level approval? (Implementation)
- Define when second level approval is required. (Implementation. Project team decision: put this into business practice.)
- Need business practice to identify "fast track". (Implementation)
- UJM: Creating new job- takes too much time, i.e. looking for right tasks, etc. Need to evaluate this. Can we find a better way or improve? (Implementation/David Salazar subgroup. Project team suggestion: database with best practices.)

- Position analysis: When should it be done? Where in process does this happen? (Implementation/David Salazar subgroup)
- UJM-Recruitment: Need ability to see full screen of tasks; Need ability to edit grammar without going through DHRM approval. (Implementation/David Salazar subgroup)
- Can classification data be collected up front (cluster #1) to avoid having to re-enter data later in process? (Implementation. Project team suggestions: Expand electronic document? Find ways to load data into system up front and have data flow to other steps? Break hard link between position and recruitment and allow recruitment to take place without position?)